

**COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
Montpelier Elks, Montpelier, VT
August 30, 2012**

APPROVED

PRESENT: Charity Baker, Cara Berryman, Dennis Bonanza, Jim Candon, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan (Nicholas) Chelton, Susan Chiefsky, Wade Cole, Chris Cosgrove, John Cross, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Alan Frost, Laurette Garrand, Barb Hagen, Harmony Harriman, Lisa Harrington, Marybeth Heiskell, Dan Hescocock, Marlana Hughes, Mike Jenzen, Dan King, Mary Koen, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Paul Major, Eric Marchese, Troy McAllister, Mo McIntyre, Mary Nelson, , Jan Noskey, Wilhelmina Picard, Penny Pizer, Broni Plucas, Mary Poulos, Nick Rulon, Bob Salzman, Sheila Sayah, Len Schmidt, Bobbi Shutts, Jeanne Smith, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Tatum Tomasi, Scott Tomlinson, John Vorder Bruegge

ABSENT: Angie Stewart, Chad Thompson, Peter Van Wageningen, Tom Woods

Welcome and Approval of Prior Meeting Minutes

Jim Candon moved to approve the meeting minutes of May 24, 2012. Jan Noskey seconded the motion. The minutes were approved.

Seven new hires joined CHSVT over the summer.

- Jeanne Smith is a Special Educator for the Chittenden County region.
- Nick Rulon is a Correctional Instructor with Northern State.
- Sean Dobbin is a Correctional Instructor at the Northeast Regional Complex.
- Dan Hescocock is the Educational Technology Specialist in Central Office.
- Susan Nicholas is a Special Educator for the Springfield and Windsor campuses.
- John Vorder Bruegge is a Correctional Instructor at Southern State.
- Tatum Tomasi is the new Financial Specialist for Central Office.

Each region was asked to stand up and each teacher was asked to introduce themselves.

Announcements and Changes

Be sure to check out Barb Hagen's email for the CHSVT Champlain Valley Fair results for Northwest State. Congratulations for so many first place ribbons as well as several in second and third place!

The CHSVT State Board is looking for one more member to complete the board membership. The Governor is looking for a member in the business community who lives or works in the southern part of the state. Please encourage anyone you know to apply! The ideal candidate would be an advocate for our students, understand barriers to employment and see the value of career and technical certifications.

George Cross, Chair of the State Board has been working through the summer meeting and advocating for greenhouses for campuses, offices instead of cubicles for CHSVT Administrators when we move back to Waterbury, statutory language pertaining to the school, and increased public awareness. The

newly formed and almost full State Board is supportive of CHSVT and its many programs for our students.

The Annual State Board meeting will be held on October 9th at the Montpelier Elks. Each campus or region is encouraged to send representation to the meeting. Please be sure to let Sheila know if you will be attending so she can add you to the lunch count.

Central Office Changes:

- Wilhelmina was asked by DOC administrators for a proposal for additional staffing.
- Wilhelmina will be attending a quarterly meeting on September 7th with the Commissioners of DOE and DOC to talk about funding and finance.
- Wilhelmina has been asked to write goals for the school to be included in the AHS Action Plan.
- There will be a change in the mission at Windsor that will also affect Southern State. Details to follow as they become available.

Libraries – Still in negotiations with the Department of Libraries and working on obtaining cataloging software. The SIS Focus software also has a library component. An email with more details about campus libraries will be coming soon. The new libraries will start in the facilities and will be maintained by CHSVT staff.

Troy handed out new directives to be added to the policy manual on bullying and harassment.

The contract language for the Focus software is being worked on. The Attorney General's Office has signed-off on the legal part of the contract and it is currently in the AHS IT Office waiting for final approval.

A new website called mylearningplan.org will be used to track professional development as well as licensure. The site is currently under contract with BGS. More information to follow.

Art Show – Liz Crawford, General Manager at the Helen Day Art Center, in Stowe came to talk to the faculty about an Inmate Art Project Proposal. Liz plans to return for the September faculty meeting to meet with anyone interested in being part of the brainstorm to get the proposal started. Handouts of the proposal were given to each campus.

Orchestra Lab – “Carnegie Hall brings musical performances and workshops into correctional facilities to contribute to inmates’ rehabilitation, preparing them to return to life outside of prison.” Dennis Bonanza will be working with a local artist-in-residence to create a music program based on the Carnegie Hall program. The artist-in-residence will work with our students to teach them about writing and playing music. The program will culminate with a concert in the spring. Students in the electronics class at Marble Valley will be building and donating three amplifiers to Carnegie Hall and Sing Sing Prison, in New York where the program originated. More information will be provided as it becomes available.

CASAS (Comprehensive Adult Student Assessment System) Training - Troy set up a training and implementation schedule for each region. Southern State and Windsor have been trained and are piloting the program and gave a brief synopsis of their findings. The goal is to be fully implemented in January. For more information, you can go to CASAS.org.

Student Computer Labs – Student labs are being reconfigured and new computers will be installed. There was a discussion about local servers for the student computer labs as well as software installation. Alan and Dan will be going to each campus setting up the labs. Mary Koen will be sending an email with the installation schedule and more information. Mary reminded everyone that a Student Responsible Use Policy must be signed by each student before they can use the computers. The form is on the shared drive.

ERP – Mo shared information about the new employee self-service system that will take effect after the first of the year. There will be mandated training for all employees beginning in the next few months.

Curriculum Committee - Susan Chiefskey gave a brief report. You can read her full report in the school newsletter.

Policy Committee – Elections: The Policy Committee has one vacant position that needs to be filled. **Pauline Dwyer nominated Sean Dobbin for the vacant position. Claire Swaha seconded the nomination. Sean Dobbin accepted the nomination. Bobbi Shutts made a motion to close the nominations and Mary Nelson seconded the motion. The motion and nomination were accepted.**

Faculty Governance – Len Schmidt reminded everyone to read his email and the school newsletter for information. There will be two vacant seats next month. Nominations will be accepted over the next month. Send your nominations to Len for the next faculty meeting.

Habits of Mind Activity – Dana led an activity. Four groups were formed and each reported out at the end of the activity.

The meeting adjourned at 2:35 p.m.

Respectfully Submitted,

Sheila Sayah